



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
Page 1 of 3**

**#T2686 ASSOCIATE HUMAN RESOURCES ANALYST  
MONTHLY SALARY: \$4346 to \$5253**

**#T2687 SENIOR HUMAN RESOURCES ANALYST  
MONTHLY SALARY: \$4773 to \$5769**

**#T2688 SUPERVISING HUMAN RESOURCES ANALYST  
MONTHLY SALARY: \$5369 to \$6503**

**APPLICATION FILING PERIOD: FIRST DATE: August 25, 2006**

**LAST DATE: September 27, 2006**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**REQUIREMENTS:** For each position, you must meet the following requirement(s) on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). **Attach proof of degree and/or transcripts showing the total number of completed semester/quarter units to your application.**

**- AND -**

**EXPERIENCE:**

**ASSOCIATE HUMAN RESOURCES ANALYST:** Two years of full-time professional human resources experience.

**SENIOR HUMAN RESOURCES ANALYST:** Three years of full-time professional human resources experience.

**SUPERVISING HUMAN RESOURCES ANALYST:** Four years of full-time professional human resources experience.

**Qualifying professional human resources experience must include responsibility for conducting administrative/personnel/organizational/human resource studies to identify problems and/or formulate recommendations in at least one of the following areas:** 1) labor relations/negotiations; 2) review, develop, and conduct selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organization effectiveness/productivity studies; 5) administration of human resource programs related to employee benefits, medical placement, light duty, worker's compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; 7) development of discipline packages, appeal processes and Skelly hearings; 8) classification/compensation studies and surveys; and/or 9) employee relations and development.

**NOTES:**

1. Additional qualifying professional experience may be substituted for education lacked on a year for year basis.
2. A Master's Degree in Human Resources Management, Public Administration, Industrial/Organizational Psychology, or a closely related behavioral science may be substituted for a maximum of one year of the required experience.

**LICENSE:** A valid California Class C Driver's License may be required at time of hire. Some positions may require that you provide your own vehicle, for which mileage will be reimbursed.

**HIGHLY DESIRABLE QUALIFICATIONS:** Familiarity with strategic planning, business process re-engineering, pay for-performance, and/or optimization; and human resources experience in a government agency.

#T2686 ASSOCIATE HUMAN RESOURCES ANALYST  
#T2687 SENIOR HUMAN RESOURCES ANALYST  
#T2688 SUPERVISING HUMAN RESOURCES ANALYST  
Page 2 of 3

**DUTIES:** **Associate Human Resources Analysts** are responsible for providing human resources services to a department or group of departments. Human Resources services include, but are not limited to, providing guidance, training, and assistance to department management and employees on human resources policies and procedures; independently conducting and reviewing EEO and/or disciplinary fact-finding investigations; interpreting memorandums of understanding, developing appointing authority interview processes; serving as liaison between the department, Group Human Resources Managers, the City of San Diego Personnel Department, Risk Management, Labor Relations, and labor organizations; and performing other duties as assigned.

**Senior Human Resources Analysts** lead, train and coordinate the work of professional staff and/or perform complex and difficult work on a wide variety of human resources topics/programs, including Sexual Harassment Prevention, Equal Employment Opportunity (EEO), Interviewing, Discipline, Threat, etc.; independently conduct and review disciplinary fact finding and/or EEO investigations; develop discipline packages for all levels of discipline up to and including termination; develop appointing authority interview processes; research, analyze, review, interpret, advise and make recommendations to department management on human resources policies and procedures including Civil Service Rules, Personnel Manual provisions, MOU provisions and legal guidelines; respond to and advise on a variety of human resources and personnel-related questions/issues from department managers, supervisors and employees; in conjunction with the centralized Development & Training Department, develop highly complex department programs such as EEO/Sexual Harassment, Threat, FMLA/CFRA/PDA; and assist in the development of classification requests.

**Supervising Human Resources Analysts** manage the human resources functions for large department HR sections or divisions. Duties include providing assistance to department management and employees with emphasis on modified duty programs, employee relations, and investigations; serving as liaison between the department, Group HR Managers, the City of San Diego Personnel Department, Risk Management, Labor Relations, and labor organizations; and supervising professional staff. The Supervising HR Analysts will supervise, train and coordinate the work of professional staff and/or perform the more complex and difficult work on a wide variety of human resources topics/programs, including Sexual Harassment Prevention, Equal Employment Opportunity (EEO), Interviewing, Discipline, Threat, etc.; independently conduct and review disciplinary fact finding and/or EEO investigations; develop discipline packages for all levels of discipline up to and including termination; develop appointing authority interview processes; research, analyze, review, interpret, advise and make recommendations to department management on human resources policies and procedures including Civil Service Rules, Personnel Manual provisions, MOU provisions and legal guidelines; respond to and advise on a variety of human resources and personnel-related questions/issues from department managers, supervisors and employees; in conjunction with the centralized Development & Training Department, develop highly complex department programs such as EEO/Sexual Harassment, Threat, FMLA/CFRA/PDA; and assist in the development of classification requests.

**HOW TO APPLY:** Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and two copies, including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Application/Supplement** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

**ELIGIBLE LIST:** Separate eligible lists will be established for **ASSOCIATE HUMAN RESOURCES ANALYST, SENIOR HUMAN RESOURCES ANALYST and SUPERVISING HUMAN RESOURCES ANALYST**. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Prior to hire, selected candidates for some Police positions will undergo and must pass a comprehensive character and background investigation by the Police Department, including a polygraph (lie detector) examination, fingerprint check, and Department of Motor Vehicles (DMV) records check.** All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/August 25, 2006/Organizational Effectiveness Specialist II (*Option Class: Associate Human Resources Analyst*)/Class: 1614D  
MAS/August 25, 2006/Organizational Effectiveness Specialist III (*Option Class: Senior Human Resources Analyst*)/Class: 1612B  
MAS/August 25, 2006/Organizational Effectiveness Supervisor (*Option Class: Supervising Human Resources Analyst*)/Class: 1615D

---

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

# APPLICANT INFORMATION

---

## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

---

**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

---

## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

---

**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

---

## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

---

**The provisions of this bulletin do not constitute an expressed or implied contract.**

---

**DIVERSITY BRINGS US ALL TOGETHER**